

MARITIME SUPPLIER OPERATIONS DIRECTORATE (DSCC-FM)

MISSION:

Acts as principal advisor and assistant to the Commander in directing the accomplishment of mission responsibilities to provide supply support of authorized activities in the areas of materiel management of assigned items and stock control; provides contracting and production support for all supplies and services assigned to the DSC for integrated material management; provides technical support of acquisition; provides quality assurance requirements and performs the full range (cradle to grave) of identified functions for assigned items. Develops and implements policies and objectives relating to mobilization readiness exercise planning. Manages and implements supplier relationships and coordinates the efforts of DLA, the military services, and other DoD elements. Conducts data analysis and requirements planning for contracting initiatives. Develops customer support strategies, which are implemented through appropriate vehicles, such as Corporate Contracts, Virtual Prime Vendors, Strategic Material Sourcing, and Strategic Supplier Alliances. Participates with other offices in the identification and implementation of acquisition and electronic commerce initiatives to improve customer services. Center focal point for procurement strategic planning. Directs activities of Integrated Supplier Teams in order to insure customer support in a cost effective manner in accordance with applicable laws and regulations.

FUNCTIONS:

1. Review forecasts of requirements and apply intensive management to selected items. Develop appropriate supply plan to meet demands.
2. Direct stock replenishment action.
3. In conjunction with the SMSG, identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, developing an appropriate strategy to maximize customer support at the least cost
4. Conduct periodic reviews of supply management data to control and improve the supply position.
5. Participate in and/or initiate actions relating to cataloging, standardization, simplification, item management, classification, standard pricing, reduced price sales, and related programs.
6. Work with Resolution Specialist for processing RODs.
7. Recommend termination of existing procurement actions when warranted.
8. Solicit bids, proposals, and quotations.
9. Evaluate bids, proposals, and quotations and determine responsibility of prospective contractors.
10. Conduct negotiations on price, type of contract, and other contractual provisions.
11. Award contracts, exercise options, and place purchase and delivery orders.
12. Perform contract management actions as noted below and as otherwise provided in the DAR, FAR, and implementing guidance.

13. Issue contract modifications
14. Develop, establish, and maintain the Material Master, Document Management System, and Quality Module that identifies technical requirements for items to be procured.
15. Provide technical/engineering determinations on the adequacy of specifications, purchase descriptions, standards, drawings, and other documents containing technical requirements for contracting.
16. Develop/determine and tailor contract quality assurance provisions to meet the needs of each contract
17. Identify the population of DLA-managed items that are of strategic importance to DLA and its war fighter customers.
18. Perform all product, customer, and supplier analysis to develop recommended sourcing strategies for NSNs (includes all market research and analysis.)
19. Create PR for LTCs for NSNs that cross Supply Chains/ISTs (MSG LTCs)
20. Evaluate (manual) MSG LTC
21. Award MSG LTC
22. Monitor supplier performance against MSG LTC
23. Monitor performance against recommended sourcing strategies
24. Conducts Supplier Relationship Management (SRM). The SRM function plans, develops, and monitors supplier business and working relationships, key performance indicators, strategic alliances and collaborative partnerships of major corporate entities (original equipment manufacturers and other defense contractors).
25. Identify and analyze gaps between materiel requirements and industry capacity to satisfy those requirements.
26. Resolve supply support discrepancies.
27. Budget, obtain, allocate, and monitor resources.
28. Identify, develop, and analyze KPIs.
29. Develops criteria and specifications and to provide support to contracting and quality activities pertaining to technical preservation, packing, and marking of all assigned commodities.
30. Incorporates surge option clauses into all contracts to ensure readiness.
31. Plans with Industry to ensure capability exists to meet contingency/readiness requirements.

VALVE/HARDWARE DIVISION (DSCC-FMB)

POWERED VALVES, MARINE HARDWARE & NRP IST (DSCC-FMBB)

FLUID HANDLING DIVISION (DSCC-FMD)

ACTIVE DEVICES DIVISION (DSCC-FMT)

MICROCIRCUITS & SEMI-CONDUCTORS IST (DSCC-FMTA)

ELECTRONIC ASSEMBLIES, ELECTRON TUBES & FILTERS IST (DSCC-FMTB)

DIMINISHING MANUFACTURING SOURCES IST (DSCC-FMTD)

TRANSFORMERS, CAPACITORS & FILTERS IST (DSCC-FMTC)

ELECTRICAL DEVICES DIVISION (DSCC-FMV)

ELECTRONICS DIVISION (DSCC-FMX)

PUMPS/COMPRESSORS IST (DSCC-FMXC)

NON-POWERED VALVES IST (DSCC-FMBA)
PUMPS/COMPRESSORS IST (DSCC-FMDA)
PIPES & TUBING IST (DSCC-FMDB)
FLEXIBLE HOSE & TUBING IST (DSCC-FMDC)
CONNECTORS IST (DSCC-FMVA)
SWITCHES & RAYTHEON IST (DSCC-FMVB)
RELAYS & WIRE & CABLE IST (DSCC-FMVC)
ANTENNAS, FUSES & CIRCUIT BREAKERS IST (DSCC-FMXA)
FIRE CONTROL, FIBER OPTICS, RESISTORS & MISC IST (DSCC-FMXB)
FITTINGS IST (DSCC-FMDD)

The Integrated Supplier Team is the basic organizational unit in the Directorate of Supplier Operations. The primary function of the IST is to develop and implement a supply plan for a particular segment of the DLA supplier base. Due to the broad range of items managed by DLA and due to diversity of the industrial base for these items, the supply plans and the composition of the IST required implementing those supply plans will vary greatly.

ISTs manage and procure the items assigned to the Supply Chain. The primary objective of forming ISTs is to improve alignment with industry (suppliers). Because of the wide variety of items DLA manages, and the wide varieties of industries and segments that supply those items, ISTs may be organized on one of several bases to achieve industry alignment. Bases for organizing ISTs include:

1. Sole-source Strategic Supplier Alliances
2. North American Industry Codes
3. Federal Supply Classes and/or Federal Supply Groups
4. Original Equipment Manufacturers (OEMs)
5. Distributors
6. Weapon Systems (Except Philadelphia supply chains)

Within Supply Chains, ISTs can exist that are formed around one or more of the above bases.

The IST's mission is to provide operational control and support to the director to accomplish responsibilities for supply planning, pre-award and post-award contracting, and technical/quality assurance for all assigned items.

Depending on the nature of the Supply Chain and the items assigned to the IST, ISTs will perform the following BSM functions:

1. Supply Planning
2. Acquisition (Procurement)
3. Acquisition (Post Award)

4. Tech/Quality

Supply Planning

Personnel within the IST who are responsible for supply planning will perform the following functions on assigned Federal Supply Classes, and on NSNs:

1. Review, approve, or recomputed, as necessary, forecasts of requirements and apply intensive management to selected items. Develop appropriate supply plan to meet demands.
2. Direct stock replenishment action.
3. Execute the War Reserve program for assigned items, including review and validation of military service item selection and requirements submission; maintain updated item management data; analyze War Reserve acquisition objectives; and control War Reserve assets.
4. Assure sound investment of stock fund monies and provide financial management data.
5. Coordinate unusual storage matters with distribution activities.
6. Issue disposition instructions for excess stock fund materiel.
7. Approve return of customer excesses or authorize disposal.
8. Direct recoupment of materiel from property disposal.
9. Authorize loans of stock fund materiel, including GFM, to contractors.
10. Determine need and direct repair, rebuild, or modification of assigned items.
11. Conduct periodic reviews of supply management data to control and improve the supply position.
12. Participate in and/or initiate actions relating to cataloging, standardization, simplification, item management, classification, standard pricing, reduced price sales, and related programs.
13. Work with Resolution Specialist for processing RODs.
14. Recommend termination of existing procurement actions when warranted.
15. Expedite stock buys when actual or potential backorders exist. .
16. Process Materiel Return Program inquiries/messages.
17. In conjunction with the SMSG, identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, developing an appropriate strategy to maximize customer support at the least cost.

Procurement (Acquisition)

Personnel within the IST who are responsible for acquisition will perform the following functions on assigned items:

1. Participate in acquisition planning.
2. Working with SMSG, identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, develop an appropriate strategy to maximize customer support at the least cost.

3. Evaluate contracting packages in order to identify and coordinate resolution of deficiencies.
4. Determine method of contracting and appropriate contract clauses.
5. Determine range of competition to be solicited.
6. Implement the Small Business and Disadvantaged Business Utilization Programs.
7. Solicit bids, proposals, and quotations.
8. Evaluate bids, proposals, and quotations and determine responsibility of prospective contractors.
9. Conduct negotiations on price, type of contract, and other contractual provisions.
10. Obtain required contract approvals and clearances.
11. Provide contractually for progress, advance, and other financial arrangements to contracts.
12. Provide contractually for performance bonds, as appropriate.
13. Award contracts, exercise options, and place purchase and delivery orders.
14. Issue contract modifications.
15. Periodically screen and purify bidders' lists to assure effectiveness and economy in coordination with the Shared Services Organization Units.
16. Implement the Automated Best Value Model evaluation in making award decisions.
17. Assume Procuring Contracting Officer (PCO) functions immediately after award has been issued and respond as PCO to all inquiries from contractors, CAS elements, and requisitioning activities.
18. Perform contract management actions as noted below and as otherwise provided in the DAR, FAR, and implementing guidance.
19. Administer contractor claims and waivers and resolve contract disputes. In the role of PCO, attend Armed Services Board of Contract Review hearings or other administrative/judicial forums on contract disputes.
20. Review and approve changes to contracts. Issue contract and purchase order modifications, change orders, supplemental agreements, and shipment diversions. (Small Business/Labor Surplus Area Set-Asides and Option exercises and contract modifications affecting new acquisition will be issued by the contracting areas.)
21. Handle processing of performance bonds.
22. Process progress and advance payments, guaranteed loans, and other financial arrangements. Negotiate for and prepare modifications of contracts to provide above financial arrangements by supplemental agreement when required.
23. Evaluate and approve subcontractors for existing contracts as required.
24. Issue show cause letters, cure notices, and terminations for convenience/cause.
25. Obtain contract performance data; monitor, process, and expedite contracts, delivery and purchase orders; develop contract status information. Respond to inquiries by requisitioning activities relative to status of contract actions.
26. Receive, process, and file all completed contractual documents and related correspondence; maintain all contract folders, contractor suspense, and locator files; and process contract files for retirement.
27. Maintain liaison with field contract administration and production elements.
28. Initiate and process to conclusion necessary warranty actions, as appropriate.
29. Coordinate management actions with field contract administration organizations when delegations exist.

30. Participate in conferences and seminars with higher echelon/professional/educational organizations, field contract administration offices and with customers to enhance mission effectiveness.

Post Award

Post Award (Contract Administration) functions are routinely performed within the IST structure by one or more Acquisition Specialists. The contract administration functions can be performed by Acquisition Specialists performing both pre and post award duties in a "cradle to grave" scenario, or as Acquisition Specialists (Post-Award) concentrating on post award functions exclusively.

The Acquisition Specialists performing the contract administration (post award) functions may support only the items managed by that IST, or in cases whereby a group of Acquisition Specialists (Post Award) are together in an IST, may be responsible for contract administration of items throughout multiple ISTs, Branches or even Divisions. In some isolated instances, contract administration (post award) support may be utilized as a shared service within a Supplier Support Division.

Wherever the post award function resides, the Acquisition Specialists performing the post award functions will be responsible for the full range and scope of administering contract quality assurance requirements for all assigned items. Functions performed by these personnel will include:

1. Accomplishes responsibilities for post-award contracting for all items assigned to the division.
2. Administers contract quality assurance requirements for assigned items.
3. Provides operational control and support to the Director to accomplish responsibilities for post-award and contract operations for assigned items of supply.
4. Performs supplier management responsibilities associated with SLAs and Line-of-Balance (LoB).
5. Ensures the implementation of DoD, DLA, DSC, and inter-directorate divisions' policies, procedures, plans, and programs.

Tech/Quality

Personnel within the IST who are responsible for tech/quality will perform the following functions on assigned items:

1. Develop/determine and tailor contract quality assurance provisions to meet the needs of each contract as follows:
 - a. Develop inspections, tests, and appropriate sampling plans which the contractor must perform to demonstrate compliance with technical requirements, including packaging, when such inspections, tests, and sampling plans are not provided by the military services. Collaborate with other ICP elements and military services, as necessary.

- b. Determine the appropriate type of contract quality requirement the contractor must establish and implement.
 - c. Determine place of inspection and acceptance where the government reserves the right to perform contract quality assurance actions.
 - d. Determine shelf-life requirements for inclusion in contracts.
 - e. Establish bid sample requirements in contracts. Technically evaluate sample and furnish recommendations for approval/disapproval to contracting officers.
2. Determine need for quality assurance portion of pre-award surveys and evaluate subsequent reports.
3. Prepare and issue Quality Assurance Letters of Instruction to inspection activities/depots on contract quality requirements.
4. Perform Quality Systems Management Visits to evaluate the adequacy of technical requirements, product conformance, to provide technical guidance and resolve quality problems.
5. Evaluate requests for waivers and deviations, coordinate position with the military services as appropriate, and recommend approval/disapproval to contracting officers.
6. Investigate, resolve, take corrective action, and respond to customer/depot complaints which report product or packaging quality deficiencies. This function can also reside in the Supplier Support Division as a shared service.
7. Establish, maintain, and use quality history data by item, contractor, and specification.
8. Identify and/or resolve QA problems with the contract technical data package (e.g., Section 4 of specifications, drawings, and other technical data).
9. Identify need for laboratory testing (e.g., support of customer complaint resolution) and request such testing. This function can also be performed as a shared service in the Supplier Support Division.
10. Evaluate inspection and test results/reports for compliance with specified requirements, and recommend approval/disapproval to contracting officers. This function can also be performed as a shared service in the Supplier Support Division.
11. Participate, as requested, in pre-award surveys for technical packaging support.
12. Provide technical/engineering assistance to branches which perform item identification in the performance of item entry control functions.
13. Provide technical/engineering determinations on the adequacy of specifications, purchase descriptions, standards, drawings, and other documents containing technical requirements for contracting.
14. Provide technical/engineering determinations on bids for alternate items and acceptability of "or equal" solicitations, sole source, and deviations and waivers to specifications; coordinate in-house determinations with using activities and/or assigned military engineering support activity.
15. Determine necessity for and obtain military services' authorization for the preparation of engineering drawings. Request military services' development of engineering drawings.
16. Provide technical/engineering recommendations on industrial mobilization, pre-award, and other planning surveys.
17. Determine interchangeability and substitutability of items in support of the directorate.

18. Provide technical advice for the determination of shelf life, test, and item recoverability requirements.
19. Make recommendations to the military services for changes to item characteristics, engineering effort to resolve item-related problems, and resolution of engineering support problems.
20. Develop, establish, and maintain the Material Master, Document Management System, and Quality Module that identifies technical requirements for items to be procured.
21. Provide technical support for provisioning as required by Provisioning Control Activity.
22. Provide technical assistance to the resident Small Business Administration Procurement Center Representative in accordance with the Defense Federal Acquisition Regulation.
23. Obtain management data for submission with new item identifications.
24. Identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, developing an appropriate strategy to maximize customer support at the least cost.

STRATEGIC MATERIAL SOURCING GROUP (SMSG) DIVISION (DSCC-FMG)

Strategic Material Sourcing Groups (SMSGs) are the principal organizations within DLA for developing Supply Chain execution strategy. The primary purpose of the SMSG is to develop and execute optimal sourcing strategies. As part of this purpose, the SMSG also continuously examines the effectiveness of existing sourcing approaches. Sourcing strategies seek to identify DLA Items and use spend and sales analysis, combined with a procurement difficulty evaluation and supplier capabilities, to determine the best contracting approaches to meet the requirements of customers. It also includes reexamining existing contracting approaches. The SMSG includes the Supplier Relationship Management (SRM) function.

STRATEGIC SOURCING BRANCH I (DSCC-FMGA)
STRATEGIC SOURCING BRANCH II (DSCC-FMGB)
STRATEGIC SOURCING BRANCH III (DSCC-FMGC)

FUNCTIONS:

1. Identify the population of DLA-managed items that are of strategic importance to DLA and its warfighter customers. (SMS)
2. Analyze this population of strategic items with respect to its procurement history, procurement requirements, and sourcing improvement potential.

3. Perform all product, and supplier analysis to develop recommended sourcing strategies for NSNs (includes all market research and analysis.)
4. Develop sourcing strategy solutions that include contingency plans to assure warfighter surge and sustainment support under all conditions.
5. Develop industrial base solutions as appropriate.
6. Monitor supplier performance metrics on strategic-level contracts. Strategic-level contracts are SSA contracts, Corporate contracts, Prime Vendor contracts, or long term contracts (LTCs) that include NSNs from more than one Supply Chain or more than one IST.
7. Monitor Supply Chain performance against approved/recommended sourcing strategies.
8. Re-evaluate existing contractual approaches for their suitability to meet future requirements.
9. Develop long term contracts, prime vendor relationships, and Strategic Sourcing Arrangements.
10. Notify ISTs of NSNs recommended for inclusion on LTC
11. Create PR for LTCs for NSNs that cross Supply Chains/ISTs (MSG LTCs)
12. Create Solicitation for MSG LTC
13. Evaluate (manual) MSG LTC
14. Award MSG LTC
15. Notify Supply Chains\ISTs of MSG LTC award
16. Monitor supplier performance against MSG LTC
17. Monitor performance against recommended sourcing strategies

STRATEGIC RELATIONSHIP MANAGEMENT (SRM) BRANCH (DSCC-FMGD)

MISSION:

Another MSG function is the role performed by the Supplier Relationship Manager (SRM). The SRM is responsible for monitoring the overall success of DLA's partnerships and developing logistics and asset management strategies with key suppliers. The SRM serves as the enterprise interface with suppliers, developing and executing an integrated strategy for improving their business relationships with DLA.

FUNCTIONS:

1. The SRM is ultimately responsible for maximizing strategic relationships on behalf of DLA. The SRM position may be designated for Strategic Supplier Alliance(s) (SSAs), one major corporate DLA supplier, or a group of suppliers representing a defined major industrial, service, or product segment(s). The SRM plans, develops, and monitors supplier business and working relationships, key performance indicators, strategic alliances and collaborative partnerships of major corporate entities (original equipment manufacturers and other defense contractors). The SRM provides input and feedback for the work that the ISTs, MSGs, and others do that

impact the DLA-supplier relationships including: supplier evaluation, working with key suppliers to maintain adequate readiness capacities, multiple pre- and post-award functions.

2. The SRM works with members of the Customer Operations Organization to achieve customer expectations and to ensure that they are communicated to the Integrated Support Teams (ISTs), SMSGs, and key suppliers. Feedback to the customer is provided through the Customer Operations organizational structure including the CRM Cell, Customer Account Manager (CAM), Weapon Systems Support Manager (WSSM), and Customer Support Representatives (CSRs), and the SMSG. The objective of this methodology is designed to align expectations of customers and suppliers. The SRM keeps all parties updated as issues are resolved.
3. The SRM achieves tangible customer outcomes through the execution of terms and conditions on key supplier contracts, where appropriate. Successful outcomes are accomplished through development and implementation of appropriate and effective strategies based on analyses conducted by SMSG team members.
4. The SRM informs and reinforces the guiding principles of the Strategic Supplier Alliances (SSAs), and other formal processes within DLA, the Military Services and the supplier to ensure that policy changes, etc., are known and that individuals are aware of implications of the change.
5. The SRM has touch points to positions throughout DLA, including the Contracting Officer/Acquisition Specialist, Sourcing Strategy Specialist, Demand Planner, Supply Planner, Customer Account Manager, Customer Account Specialist, Prime Vendor Business Logistics Specialist, Customer Support Representative, and others on an as needed basis to ensure that all proper coordination inside and outside DLA is achieved.

KITTING BRANCH (DSCC-FMGE)

Supports business development for new BSM kits, including developing configurations, determining kit assembly location, and planning for kit requirements. Provides requirements input to the solicitation for kits assembled commercially and delineates all requirements of a kit to meet the customer's needs.

SUPPLIER SUPPORT DIVISION (DSCC-FMS)

MISSION:

The mission of the Supplier Support Division is to identify and analyze gaps between materiel requirements and available industry capacity to develop strategies for readiness support. Supplier Support Divisions also are responsible for analysis, allocation, and monitoring of resources, both personnel and financial.

FUNCTIONS:

1. Finance - budget formulation and execution, obligation authority management, and pricing strategy development. Multiple ISTs may be supported for either the material budget or both material and operations budget. Associates engaged in financial services will be matrixed from J-8, physically located in Supplier Operations within the Supplier Support Division.
2. Order Fulfillment - perform resolution of inventory discrepancies.
3. Procurement - perform manual recycle of automated system rejections (PACE).
4. Tech/Quality -- product support, testing, value engineering, packaging support, etc. which might best be performed in a shared services environment. This function will support multiple ISTs.
5. Research and Analysis - provide research and analytical support to the Director of Supplier Operations regarding supplier operations functions within the supply chain.

Functions performed by Supplier Support Divisions include:

1. Identify and analyze gaps between materiel requirements and industry capacity to satisfy those requirements.
2. Identify items needed in wartime or other identified operations.
3. Develop constrained action plans identified in readiness support.
4. Participate in strategic supply chain planning meetings.
5. Execute system activities in support of supply planning.
6. Maintain data for assigned items, including consumable item transfers.
7. Research problems related to supply planning, and make recommendations to supply planners for adjustments.
8. Resolve supply support discrepancies.
9. Coordinate with Defense Distribution Center (DDC) HQ and purchasing specialists to resolve supply discrepancies.
10. Coordinate with product specialists on quality discrepancies.
11. Coordinate with transportation management specialists on transportation discrepancies.
12. Coordinate with business analysts and financial supplier liaisons to resolve financial discrepancies. Financial supplier liaison is the DLA coordination point with DFAS on accounts payable discrepancies.
13. Coordinate with supply planners to resolve inventory discrepancies.
14. Coordinate credits and returns of items with Contract Administrative Services (CAS).
15. Budget, obtain, allocate, and monitor resources.
16. Ensure funding targets are assigned to funding entities and are executed in accordance with appropriation law.
17. Identify and monitor financial management reports.
18. Track actual performance relative to budget goals.
19. Analyze financial data to ensure requirements are funded.
20. Identify, develop, and analyze KPIs.
21. Coordinate with business analysts and pricing strategist, as well as planning and order fulfillment personnel, in establishing prices.

SHARED SERVICES BRANCH (DSCC-FMSA)

SHARED SERVICES BRANCH (DSCC-FMSA)

MISSION:

Acts as Supply Chain Liaison within the Supply Chain Group, coordinating and working closely with Customer and Supplier Operations touch points internal and external to their assigned supply chain.

FUNCTIONS:

1. Maintains, analyzes and coordinates all financial management data and develops the operating program/budget for the Application Group, to include justification to support resource requirements.
2. Functions as OPI for the group in the reorganization or realignment of functions.
3. Coordinates the development and/or implementation of policies, procedures and programs relative to personnel management and administrative planning with the Application Group.
4. Coordinates, screens and controls all personnel actions. Furnishes training for this system.
5. Monitors and furnishes training for time and attendance clerks and supervisors in the Automated Time and Attendance Production System (ATAAPS)
6. Coordinates participation in Manpower Improvement Management.
7. Performs all centralized administrative support functions essential for operational control and coordination of the group including:
8. Coordinates requirements for spaces, office moves, facilities, equipment and nonexpendable supplies.
9. Responsible for the custody of assigned government-owned property.
10. Maintains formal accountability for assigned items.
11. Serves as focal point for all functional matters relating to the use of AIS and microcomputers.
12. Coordinates with other Group and Corporate Information Office personnel, functional requirements/descriptions and appropriate justification for systems changes necessary for standard, unique, and microcomputer systems.
13. Provides technical advice and assistance to functional managers with respect to AIS.
14. Researches specific AIS problems/products to identify cause factors to the degree functional specialists can confirm functional requirements were adequately and properly followed in systems design. Request assistance from appropriate activity when necessary to resolve problems.
15. Participates or coordinates, as required, in testing of functional AIS programs and program changes and in studies/reviews of functional system requirements.
16. Coordinates changes to the reports format file (RFF).
17. Coordinates Safety Program.
18. Performs all TASO duties, to include obtaining required systems access and training.

19. As required, provides principal to alternate Top Secret Control, Secret Control, and/or Security Officer, provides classified document control, and administers Internal Security Program as prescribed by OneBook Chapter, Information Security.
1. Provides principal and alternate custodians of classified documents control, principal and alternate security representatives to administer the Internal Security Program; including information, personnel, physical and ADP security, in accordance with applicable publications. Prepares Emergency Roster for the GROUP and acts as the alternate Field Activity Basic Emergency Plan (FABEP) representative.
2. Provides ADP security inventory and monitors ADP equipment and software.
3. Obtains duplication service.
4. Administers the Files Maintenance and Disposition Program.
5. Maintains formal accountability for assigned items.
6. Plans accountable property inventory workload and coordinates inventory schedules with distribution activities.
7. Provides for receipt, storage and distribution of all forms used.
8. Coordinates furniture maintenance work orders.
9. Administers portion of the Incentive Awards, Safety and Health Programs, U. S. Saving Bonds and other official fund raising campaigns.
10. Administers the Training and Suggestion programs. Provides technical guidance and program management in career development for mission. Coordinates identification and development of courses and instructions to satisfy the specialized commodity and on-the-job training (OJT) needs of personnel. Manages the Intern Program as it applies.
11. Performs studies, analyzes information, and prepares narrative reports to make recommendations for changes in policies, procedures, equipment, or corrective ineffective or inefficient procedures for processing of administrative work throughout the Group.
12. Conducts studies, performs analyses and recommends solutions to problems in contracting concepts, operations procedures and techniques; implements approved recommendations and coordinates solutions with contracting elements of DLA as required.
13. Coordinates and consolidates responses to inquiries and reports, including Congressional inquiries, GAO, DOD Inspector General Reports, Hotline, Fraud, Waste and Abuse (except Pricing) and other reviews such as Acquisition Management Reviews. Monitors implementation of follow-up actions.
14. Administers the Management Control Program.
15. Receives and analyze various supply, technical and procurement data reports.
16. Provides mail service and classified document control.
17. Acts as the classified safe custodian.
18. Performs all other administrative functions related to the Group.
20. Provides principal and alternate custodians of classified documents control, principal and alternate security representatives to administer the Internal Security Program; including information, personnel, physical and ADP security, in accordance with applicable publications. Prepares Emergency Roster for the GROUP and acts as the alternate Field Activity Basic Emergency Plan (FABEP) representative.

21. Provides ADP security inventory and monitors ADP equipment and software.
22. Obtains duplication service.
23. Administers the Files Maintenance and Disposition Program.
24. Maintains formal accountability for assigned items.
25. Plans accountable property inventory workload and coordinates inventory schedules with distribution activities.
26. Provides for receipt, storage and distribution of all forms used.
27. Coordinates furniture maintenance work orders.
28. Administers portion of the Incentive Awards, Safety and Health Programs, U. S. Saving Bonds and other official fund raising campaigns.
29. Administers the Training and Suggestion programs. Provides technical guidance and program management in career development for mission. Coordinates identification and development of courses and instructions to satisfy the specialized commodity and on-the-job training (OJT) needs of personnel. Manages the Intern Program as it applies.
30. Performs studies, analyzes information, and prepares narrative reports to make recommendations for changes in policies, procedures, equipment, or corrective ineffective or inefficient procedures for processing of administrative work throughout the Group.
31. Conducts studies, performs analyses and recommends solutions to problems in contracting concepts, operations procedures and techniques; implements approved recommendations and coordinates solutions with contracting elements of DLA as required.
32. Coordinates and consolidates responses to inquiries and reports, including Congressional inquiries, GAO, DOD Inspector General Reports, Hotline, Fraud, Waste and Abuse (except Pricing) and other reviews such as Acquisition Management Reviews. Monitors implementation of follow-up actions.
33. Administers the Management Control Program.
34. Receives and analyze various supply, technical and procurement data reports.
35. Provides mail service and classified document control.
36. Acts as the classified safe custodian.
37. Performs all other administrative functions related to the Group.
38. Resolution Specialist Mission and Functions:
 - a. Monitors inventory records and inventory related actions at their assigned location(s). Coordinates and monitors inventory reconciliation activities to address balance differences and to resolve discrepancies.
 - b. Monitors the quality of asset balance updates to denote whether the item is issuable or is blocked/ suspended due to quality problems, safety issues, inoperable facilities, natural disasters, material condition, or ownership. Coordinates with the Supply Planners and the Supply Centers on resolution of issues pertaining to the processing of non- contractual receipts and unauthorized returns.
 - c. Ensures that inventory transactions relating to gains, losses, receipts, issues are adequately processed, and that transactions related to requisitions, disposals, loans, tests, issue denials, etc. post to the appropriate records. Collects transaction information from other

Resolution Specialists to analyze causes of widespread and/or recurring inventory discrepancies.

- d. Coordinates efforts with distribution centers or other third parties on necessary action items based on material condition codes, including authorizing distribution centers to dispose of condemned materials.

Supply Chain Point of Contact Mission and Functions:

1. Acts as Supply Chain Liaison within the Supply Chain Group, coordinating and working closely with Customer and Supplier Operations touch points internal and external to their assigned supply chain.
2. Compiles required logistics information in support of Contractor Logistics Support (CLS) and Performance Based Logistics (PBL) efforts within their supply chain to provide total supply/logistics support in coordination with the Customer Operations representatives.
3. Provides input in the development of Performance Based Agreements (BPAs) for the supply chain by analyzing PBA service levels.
4. Monitors supply chain performance indicators and metrics; analyzes and reports on the effectiveness and suitability of deploying new supply chain initiatives.
5. Coordinates responses to inquiries regarding supply chain issues related to work performed by Integrated Support Teams (ISTs) and Strategic Material Sourcing Groups (MSGs), to include researching results of work performed by supply planners, product specialists, and acquisition specialists.
6. Works with WSSMs, Chiefs of CRM Cells/Support Teams, CASs, IST personnel, DCSTs and customer support representatives assigned to customer sites in satisfying material and logistics support requirements for assigned workload.

AUTOMATED EVALUATION BRANCH (DSCC-FMSC)

Accomplishes responsibilities for contracting, planning and purchasing for all items assigned to the Supply Center for contracting. Implements Small and Disadvantaged Business, Economic Utilization, and other programs. Carries out the responsibilities of post award functions. Executes the DIBBS/PACE system utilizing the Electronic Data Interchange (EDI) program here at DSCC.

POST AWARD BRANCH (DSCC-FMSE)

Post Award (Contract Administration) functions are routinely performed within the IST structure by one or more Acquisition Specialists. The contract administration functions can be performed by Acquisition Specialists performing both pre and post award duties in a "cradle to grave" scenario, or as Acquisition Specialists (Post-Award) concentrating on post award functions exclusively.

The Acquisition Specialists performing the contract administration (post award) functions may support only the items managed by that IST, or in cases whereby a group of Acquisition Specialists (Post Award) are together in an IST, may be responsible for contract administration of items throughout multiple ISTs, Branches or even Divisions. In some isolated instances, contract administration (post award) support may be utilized as a shared service within a Supplier Support Division.

Wherever the post award function resides, the Acquisition Specialists performing the post award functions will be responsible for the full range and scope of administering contract quality assurance requirements for all assigned items. Functions performed by these personnel will include:

1. Accomplishes responsibilities for post-award contracting for all items assigned to the division.
2. Administers contract quality assurance requirements for assigned items.
3. Provides operational control and support to the Director to accomplish responsibilities for post-award and contract operations for assigned items of supply.
4. Performs supplier management responsibilities associated with SLAs and Line-of-Balance (LoB).
5. Ensures the implementation of DoD, DLA, DSC, and inter-directorate divisions' policies, procedures, plans, and programs.